

Presentation pattern October to September (12* months)
February to September (8 months pro-rata)

Module description

Context: R40 Applied Software Engineering Degree Apprenticeship

The Open University's BSc Hons in Applied Software Engineering provides apprentices with the opportunity to gain a computing and IT degree through the Welsh Government's Apprenticeship scheme.

This degree provides employer-sponsored apprentices with 240 credits of core computing and IT education combined with specialised modules in software engineering, accompanied by 120 credits of facilitated work-based learning taking place within the Apprentice's employment context. The qualification is designed so that it can be completed in 4 to 4.5 years.

The Practice Tutor

Throughout their period of registration on the BSc Applied Software Engineering apprentices will have a named person (the practice tutor) who is the first point of contact for the student in dealing with any matter related to their practice-based learning across the qualification.

The overarching purpose of the practice tutor is to help the degree apprenticeship student plan, monitor and control their progress towards meeting each of the skills and knowledge and behaviour outcomes of the Applied Software Engineering standard.

The practice tutor is managed by and reports to the Faculty of Science, Technology, Engineering and Mathematics (STEM) staff tutor.

You will:

- carry out an identification of apprentice learning support needs using the ILP (Individual Learning Plan) and other available data
- participate in the initial face-to-face meeting with the student and their manager/mentor to:
 - agree each other's roles and responsibilities
 - agree methods of communication
 - discuss/plan practice-learning opportunities in relation to the learning outcomes of the standard
 - introduce the e-portfolio
 - make arrangements for future progress reviews
- participate in appropriately timed progress reviews with the student and their manager/mentor discussing:
 - the student's progress towards each learning outcome
 - the practice-learning opportunities accessed
 - any issues impacting on the student's performance, including an action plan
 - arrangements for next meeting
- check that the action plan (where needed) is being carried out, referring to staff tutor/ apprenticeship programme delivery manager as required
- support the apprentices' use of the e-portfolio to provide evidence of their application of learning
- support apprentices in interpreting academic feedback in the context of their apprenticeship
- share experience in workplaces and professional practice with the apprentice as appropriate
- transfer knowledge in the form of practical skills, methods and techniques where appropriate
- take action as necessary (in association with other relevant staff) if a student is at risk of failing/making unsatisfactory progress; evaluating the need for additional support and ensuring that it is provided;
- liaising with the module tutor, staff tutor and apprenticeship programme delivery manager as required.
- maintain satisfactory records for each student

Additionally you will:

- contribute to the induction of the student and their manager/mentor to the qualification and its modules

- provide appropriate support for apprentices with additional requirements in the context of the reasonable adjustments the University makes to support such learners
- provide pre-start and post-end of module contact and support to foster successful transition
- advise on preparation for change of levels of study (e.g. level 1 to level 2, year 1 to year 2)
- be the apprentice's point of contact for queries about the programme referring as necessary to e.g. the SST, APDM, Staff Tutor
- provide support for apprentices who defer, take study breaks and on re-entry
- brief the apprentice's next practice tutor if/when a handover occurs (e.g. year 2 to year 3)
- monitor the progress (on the qualification) of a group of apprentices
- promote, establish and maintain links between the programme and employers
- share expertise with and draw on expertise of other practice tutors for the benefit of apprentices
- participate in BDU-led activities that promote organisational preparedness within new employer partners.
- report/provide feedback to stakeholders on apprentices' practice-based learning experiences and performance on the qualification via specified documents/reports and meetings
- maintain and develop knowledge of the qualification e.g.
 - learning outcomes (and their mapping to the DA standard)
 - curriculum content
 - teaching, learning and assessment strategies
- acquire, develop and update the necessary skills to work in the OU e-teaching and learning environment
- share good practice and resources with practice tutors and related roles
- reflect on and report to the line manager (Staff Tutor) on activities and issues covered by the role
- engage in relevant professional development activities
- develop reflective practice (including career development and staff appraisal discussion)
- maintain familiarity with the OU people and processes involved in the delivery of the degree

Person specification

The person specification for this module should be read in conjunction with the [generic person specification](#) for an associate lecturer at The Open University.

As well as meeting all the requirements set out in the generic person specification, you should have:

- a first or higher degree
- experience of computing and IT evidenced by one or more of:
 - a first and/or higher degree in a cognate area
 - professional qualifications equivalent to the above
 - chartered status with a relevant institute
 - substantial professional experience in a relevant industry (preferred)
- familiarity with, or the ability and willingness to develop familiarity with, the modules that the apprentices will be studying
- the flexibility to be able to conduct regular progress reviews, with the ability and willingness to both visit apprentices at their place of work, and to conduct online progress reviews
- skills of diplomacy, negotiation and communication
- an appreciation of the needs of adult learners and of how adults learn in work-based contexts
- the ability to use information and communication technology in teaching and supporting apprentices
- an understanding of and commitment to equal opportunities policies and practices
- a commitment to your own personal and professional development

All teaching is in English and your proficiency in the English language should be adequate to meet the requirements of the role.

You should have your own computer with broadband Internet access.

To meet Welsh Government requirements for this apprenticeship the University needs to provide at least one Practice Tutor who is able to support students whose preferred language is Welsh.

It would therefore, be an advantage to have experience of supporting students whose preferred language is Welsh.

Practice Tutor roles supporting students whose preferred language is Welsh are also required and these roles are being advertised separately.

Module related details - a full explanation can be found on the website

Credits awarded to the student for the successful completion of a module:	30
Level of ICT requirements:	1
Number of students likely to be in a standard group:	5
Salary band:	5
Estimated number of hours per teaching week:	3.30